



LOCK DOWN POLICY

The Alt Valley Community Trust lock-down policy aims to ensure that all students, visitors and staff remain in a safe and secure location in the event of a possible personal/Centre threat and that the exposure to danger and possible risk of harm are minimised.

Initial Notification

In the event of a critical incident requiring 'Lock Down', the person witnessing the incident will notify the manager or deputy manager (or nominee) to raise the alarm immediately.

The manager will determine the risk and need for a 'Lock Down' and the manager will call the police, if required, whilst the deputy will announce 'Lock Down' to the rest of the staff.

Movement around building

All students, visitors and staff will, where possible, proceed to their designated 'safe' room/area. Staff members will make efforts to safely close and lock rooms and windows which could permit access into the room if possible. All lights are to be turned off. Staff must try to ensure that students/visitors are kept calm and as quiet as possible. A register should be taken at this time if possible. If the alarm is raised during home/arrival times, everyone is to be directed to their rooms as long as it is safe to do so. If students are outside, staff are to promptly direct students into the building, if it is safe to do so.

All Clear Signal

The 'All Clear' will be signalled by the manager or deputy informing all concerned. Procedures will then be followed for the recording/evaluation of the incident.